

**INFORMATION BROCHURE  
&  
GUIDELINES  
FOR FILLING OF APPLICATION FORM  
FOR RECRUITMENT OF  
NON-TEACHING POSITIONS IN  
SHYAMA PRASAD MUKHERJI COLLEGE  
(FOR WOMEN)**

**2021-2022**

## INDEX

<b>Sl. No.</b>	<b>Section</b>	<b>Contents of the Section</b>	<b>Page No.</b>
1	Section - A	Information at a Glance	3
2	Section - B	Number and Category of Posts	4-5
3	Section - C	Details of Posts and Qualifications	6-9
4	Section - D	Scheme of Examinations for different posts, which indicates the following <ul style="list-style-type: none"><li>• Break up of marks for written examination, interview/skill test as applicable</li><li>• Manner and mode for drawing final merit list for different posts</li></ul>	10-29
5	Section - E	General conditions for applicants	30-33
6	Section - F	Application Form	34-36
7	Section - G	Admit Card	37-38

## SECTION - A

### INFORMATION AT A GLANCE

(Please refer to information Brochure & Guidelines for details)

#### Important Date and Fee Details

Date of Submission of Application Form		
Fee Payable by Candidate	General / Unreserved	700 (Non-refundable)
	* OBC(NCL)/EWS/Female	500 (Non-refundable)
	SC/ST/PwD	400 (Non-refundable)
Date of Examination		To be announced later on college website i.e. <a href="http://spm.du.ac.in">http://spm.du.ac.in</a>
Duration of Examination		As mentioned in the Scheme of Examination for specific post contained in the Information Brochure
Timing of Examination		To be announced later on college website i.e. <a href="http://spm.du.ac.in">http://spm.du.ac.in</a>
Information regarding Admit and Roll No.		To be announced later on college website i.e. <a href="http://spm.du.ac.in">http://spm.du.ac.in</a>

[\* OBC-NCL (Other Backward Classes)-NCL (Non-Creamy Layer) as per the Central List of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on <http://www.ncbc.nic.in>) may mention OBC-NCL in the category column. **State List OBC-NCL candidates who are not in OBC-NCL (Central List) must choose Unreserved / General**]

1. **The Demand draft should be made in favour of Principal, SPM college payable at Delhi with regard to payment of fees as per their respective categories**
2. The applicants must send their applications forms by way of speed post / courier / general dak. No application will be received in the college by hand.
3. The applicants are advised to send their applications well before the due date so that it reaches in the college in time.
4. The applications lost in transit or not received in the college by due date shall not be considered. The college will not be held responsible for not considering such applications.

## SECTION - B

### Number and Category of Posts

Advertisement No. SPMC/Advt-NT/2021/01

Applications are invited for the following permanent Non-Teaching posts in the Pay Level as per VIIth CPC mentioned below with usual allowances permissible under the University of Delhi/UGC rules.

Post Code	Posts	No. of Post	Category						Upper Age Limit	Pay Level as per 7 <sup>th</sup> Pay Commission
			UR	SC	ST	OBC	EWS	PwBD		
PC01	Administrative Officer	01	-	-	-	-	-	01 (LD)	35	Pay Level 10
PC02	Senior Personal Assistant	01	01	-	-	-	-	-	35	Pay Level 7
PC03	Senior Assistant	01	-	-	-	-	-	01 (HI)	30	Pay Level 6
PC04	Laboratory Assistant (Computer)	01	01	-	-	-	-	-	30	Pay Level 4
PC05	Tabla Accompanist	03	02	-	-	01	-	-	45	Pay Level 4
PC06	Junior Assistant	04	01	01	-	01	01	-	27	Pay Level 2
PC07	Laboratory Attendant	04	02	01	-	01	-	-	30	Pay Level 1
PC08	Library Attendant	04	02	-	-	01	01	-	30	Pay Level 1

UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, PwBD-Person with Benchmark Disabilities, VI – Visual Impairment including Blindness (B) and Low Vision (LV), LD - Locomotor Disabilities including Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victim (AAV), Muscular Dystrophy (MDy), HI-Hearing Impairment including Deaf (D) and Hard of Hearing (HH), OBD-Other Benchmark Disabilities including Autism Spectrum Disorder (ASD)- Mil & Moderate, Intellectual Disability (ID), Specific Learning Disability (SLD), Mental Illness (MI), Multiple Disabilities (MD)

For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit the college website <http://spm.du.ac.in> or Delhi University website [www.du.ac.in](http://www.du.ac.in). The prescribed application form accompanied by self-attested copies of all the required certificates must reach the college office within 21 days from the date of publishing the advertisement. Those in service should apply through proper channel.

College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualification are as per the University of Delhi/UGC norms. The fee is non-refundable.

Any addendum / corrigendum shall be posted on the college website only. It shall be the responsibility of the candidate to monitor the same.

The recruitment of above mentioned post(s) shall be subject to the approval of UGC and University of Delhi.

**Principal (Officiating)**

## SECTION – C

### Details of Posts and Qualifications:

**The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for the Scheme of Examination.**

**Post Code : PC01**

**Name of the Post : Administrative Officer**  
**No. of Post : 01 (LD)**  
**Classification : Group A**  
**Scale of Pay : Pay Level 10 as per VII CPC**  
**Age Limit : 35 Years for Direct Recruitment**

### **Educational Qualification :**

- Good academic record with Master' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

### **Desirable :**

1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department / university / educational or Research Institution / Teaching and / or Research experience alongwith proven administrative capabilities.
2. L.L.B or MBA or CA / ICWA or MCA or M.Phil / Ph.d. qualification.

**The appointment for the post detailed below shall be made on the basis of written examination and skill tests as indicated in the head for Scheme of Examination.**

**Post Code : PC02**

**Name of the Post : Senior Personal Assistant**  
**No. of Post : 01 (UR)**  
**Classification : Group B, Ministerial**  
**Scale of Pay : Pay Level 7 as per VII CPC**  
**Age Limit : 35 Years for Direct Recruitment**

### **Educational Qualification :**

- A Bachelor Degree from a recognized University
- At least 03 years of experience working as Private Secretary / Personal Assistant / Stenographer / Executive Assistant / Executive Secretary in a Government Department / Universities / Autonomous Bodies / PSUs / Educational Institution recognized by the Government.

- Skill Test Norms
  - a) Dictation : 10 minutes at an average speed of 100 w.p.m.
  - b) Transcription : 40 minutes (English) or 55 minute (Hindi) on computer
  - c) Computer proficiency viz. Typing Skill, Word Processing, Spread Sheet, Internet, E-mail communication etc.

**Desirable :**

- Degree / Diploma in Computer Application / Science
- Diploma in Office Management and Secretariat practice.
- Knowledge of service rules applicable for Central Government establishments.

**Post Code : PC03**

**Name of the Post** : **Senior Assistant**  
**No. of Post** : 01 (HI)  
**Classification** : Group B, Ministerial  
**Scale of Pay** : Pay Level 6 as per VII CPC  
**Age Limit** : 30 Years for Direct Recruitment

**Educational Qualification :**

- Graduate or Post-graduate from a recognized University in any discipline with working knowledge of computers.

**Note :**

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar / Assistant Controller of Examination. He should possess an aptitude for drafting / noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration / Examination / General Administration / Accounts / House keeping/ / Establishment / HR / Legal / Purchase / Accounts & Finance / Project Management / Public Relations.
2. The candidate for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.
3. All direct recruitment are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

**Post Code : PC04**

**Name of the Post** : **Laboratory Assistant (Computer)**  
**No. of Post** : 01 (UR)  
**Classification** : Group C, Non-Ministerial  
**Scale of Pay** : Pay Level 4 as per VII CPC  
**Age Limit** : 30 Years for Direct Recruitment

### **Essential Qualifications:-**

1. Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject

OR

Graduate with relevant subject

### **Post Code : PC05**

<b>Name of the Post</b>	:	<b>Tabla Accompanist</b>
<b>No. of Post</b>	:	03 (UR-2, OBC-1)
<b>Classification</b>	:	Group C, Non-Ministerial , Ex-cadre
<b>Scale of Pay</b>	:	Pay Level 4 as per VII CPC
<b>Age Limit</b>	:	45 Years for Direct Recruitment

### **Essential Qualifications :**

1. Proficiency in the art of Tabla / Pakhawaj playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music.
2. Degree in Tabla / Pakhawaj

OR

Diploma / 10+2 examination of any Indian Board and should have undergone training in Tabla / Pakhawaj under an established Guru, for a period of not less than 6 years.

### **Desirable**

1. Knowledge of other percussion instruments like Dholak, Naal etc.
2. Knowledge of Hindustani Music, both Vocal and Instrumental
3. At least two years of work experience in a University / College / recognized institution / A.I.R. / Doordarshan
4. A.I.R. grade will be given preference

### **Post Code : PC06**

<b>Name of the Post</b>	:	<b>Junior Assistant</b>
<b>No. of Post</b>	:	04 (UR-1, SC-1, OBC-1, EWS-1)
<b>Classification</b>	:	Group C, Ministerial
<b>Scale of Pay</b>	:	Pay Level 2 as per VII CPC
<b>Age Limit</b>	:	27 Years for Direct Recruitment



### **Essential Qualifications:-**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

**Post Code : PC07**

**Name of the Post :** Laboratory Attendant  
**No. of Post :** 04 (UR-2, SC-1, OBC-1)  
(1-Computer Lab., 1-Food Technology Lab,  
1-Family and Child Welfare Lab., 1- Education Lab.)  
**Classification :** Group C, Non-Ministerial  
**Scale of Pay :** Pay Level 1 as per VII CPC  
**Age Limit :** 30 Years for Direct Recruitment

### **Essential Qualifications :**

Should have passed 10<sup>th</sup> or an equivalent examination with science subjects from recognized board.

**Post Code : PC08**

**Name of the Post :** Library Attendant  
**No. of Post :** 04 (UR-2, OBC-1, EWS-1)  
**Classification :** Group C, Ministerial  
**Scale of Pay :** Pay Level 1 as per VII CPC  
**Age Limit :** 30 Years for Direct Recruitment

### **Essential Qualifications:**

1. Passed 10<sup>th</sup> or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science / Library & Information Science from a recognized Institution.

### **Desirable**

Computer as a subject at Secondary Level or Basic course in Computers from any institution

## SECTION - D

### SCHEME OF EXAMINATION

#### 1. Scheme of Examination for Direct Recruitment to the post of Administrative Officer by Direct Recruitment

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of Administrative Officer by Direct Recruitment

##### I. Scheme of Examination

Written Test			Interview / Personality Test
MCQ Type (150 Questions) Paper I	Time: 2 hours *	Max marks allowed : 150 marks	Max. marks allowed 150 marks
Descriptive Type Paper II	Time: 2 hours *	Max. marks allowed : 150 marks	
Total marks (150 +150 +150)			450 marks

\* 15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

##### II. Components of Written Test:

Components		Duration : 2 hours	
		No. of Questions	Marks
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
Total			300

##### III. Syllabus

###### Paper I: Test of General Studies (MCQ Type)

Question will be designed to test the ability of the Candidate's **General Studies** viz. General Science, Current Events of National and International importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Question on **General Studies** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well education person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India** emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India, Question on the Geography of India will relate to physical, social and economic Geography of the country, including the main feature of Indian Agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and constitute of India, Panchayat Raj, Social System and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

#### **Paper II : Educational Administration and Management (Descriptive Type)**

The Questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Public Administration including organization, Hierarchy, Unity of command, Span of Control, Authority and Responsibility, Coordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget

Application of information communication Technology (ICT) and other modern technologies in the University system

#### **IV. Personality Test / Interview**

The interview / personality test shall be conducted in such a manner that the candidates suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication and problem solving skills and overall personality etc.

Note :

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of the language must be used throughout.

2. The question in the written test will be of the level of degree / diploma / examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidate for interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper – I.
5. There shall be negative marking for wrong answers in Paper – I to the tune of 1/4<sup>th</sup> of marks allocated per question
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test / Interview separately. The Merit List shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test / Interview
7. In case of bunching / bracketing of candidates in the results of the written test, the priority / merit list would be decided as follows
  - a. The candidate having more marks in aggregate in the examination / degree / diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching / bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

2. **Scheme of Examination for Direct Recruitment to the post of Senior Personal Assistant**

**A. Scheme of Examination**

	Type of Examination	Time	Max. Marks
Paper –I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed (The manner in which the skills are to be assessed may be determined by the examiner / group of examiners appointed for the purpose)	Time : 1/2 hour	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
	Total Marks		500

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

## B. Test Component

Paper – I	Test Components	Duration : 2 hours	
		No. of Questions	Marks
i)	Questions pertaining to specific area of the post concerned	50	100
ii)	General Awareness	25	50
iii)	Reasoning Ability	25	50
iv)	Mathematical	25	50
v)	Test of Language English or Hindi	25	50
	<b>Total</b>	<b>150</b>	<b>300</b>

Paper – II	Test Components	Duration : 3 hours
		Marks
	Descriptive Type	200
	<b>Total</b>	<b>200</b>

## C. Syllabus

### Paper - I

- i) **Questions pertaining to specific area of the post concerned:** The question will pertain to the specific area / skill of the post concerned.
- ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an education person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National / International Organizations / Institution, events etc.
- iii) **Reasoning Ability :** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion , Percentage, Average, Profit &

Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**v) Test of English / Hindi**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, and its correct usage etc. would also be tested.

**Paper – II**

**Descriptive Type :** The questions will be designed to test the ability of candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

<b>Topic</b>	<b>Marks Allocated</b>
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidate reaction would be sought on a given situation test case knowledge	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

**D. Skill Test:**

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

**Note :**

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of the language must be used throughout.
2. The question in the written test will be of the level of degree / diploma / examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidate for interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper – I.

5. There shall be negative marking for wrong answers in Paper – I to the tune of 1/4<sup>th</sup> of marks allocated per question
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test / Interview separately. The Merit List shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test / Interview
7. In case of bunching / bracketing of candidates in the results of the written test, the priority / merit list would be decided as follows
  - a. The candidate having more marks in aggregate in the examination / degree / diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching / bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

### 3. Scheme of Examination for Direct Recruitment to the Post of Senior Assistant

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Senior Assistant by direct recruitment.

#### A. Scheme of the Examination

<b>Written Test</b>		
Paper – I MCQ Type	Time : 2 hours*	Max. marks: 300 marks (150 questions)
Paper – II Descriptive Type	Time : 3 hours*	Max. marks 200 marks
<b>Total Marks</b>		<b>500 marks</b>

#### B. Test Components

Paper – I	Test Components	Duration: 2 hours	
		No. of Questions	Marks
i)	General Awareness	30	60
ii)	Reasoning ability	40	80
iii)	Mathematical ability	40	80
iv)	Test of Language English or Hindi	40	80
	<b>Total</b>	150	300

<b>Paper – II</b>	<b>Test Components</b>	<b>Duration : 3 hours</b>
		Marks
	Descriptive Type	200
	<b>Total</b>	<b>200</b>

### C. Syllabus

#### Paper - I

- i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an education person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National / International Organizations / Institution, events etc.
- ii) **Reasoning Ability :** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- iii) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion , Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- iv) **Test of English / Hindi :** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, and its correct usage etc. would also be tested.

#### **Paper – II**

**Descriptive Type :** The questions will be designed to test the ability of candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

<b>Topic</b>	<b>Marks Allocated</b>
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 question x 10 marks) Each question be answered in 100 words
Basic Knowledge of the administration in institution of Higher Education	20 marks (2 question x 10 marks) Each question to be answered in 100 words



Knowledge and application of Office Procedure, Rules & Regulations	30 marks (3 question x 10 marks) Each question t be answered in 100 words
Situation Test essay where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

**Note :**

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of the language must be used throughout.
2. The question in the written test will be of the level of degree / diploma / examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidate for interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper – I.
5. There shall be negative marking for wrong answers in Paper – I to the tune of 1/4<sup>th</sup> of marks allocated per question
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test / Interview separately. The Merit List shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test / Interview
7. In case of bunching / bracketing of candidates in the results of the written test, the priority / merit list would be decided as follows
  - a. The candidate having more marks in aggregate in the examination / degree / diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching / bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

4. **Scheme of Examination for Direct Recruitment to the Post of Laboratory Assistant (Computer)**

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Laboratory Assistant by direct recruitment.

**A. Scheme of the Examination**

<b>Written Test</b>		
<b>Paper – I (MCQ)</b> General Science & Awareness (150 questions)	Time : 2 hours*	Max. marks: 300 marks (150 questions)
<b>Paper – II</b> Subject specific laboratory based practical questions	Time : 3 hours*	Max. marks 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD / Dean of Concerned Faculty / Principal of College . The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific / humanities experiments / tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time : 1 hour	The test will be of 50 marks. To qualify, the candidate should obtain 25 marks. This will, however, be only qualifying in nature.
<b>Total Marks (300+150)</b>		<b>450 marks</b>

\* 15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

<b>Paper – I</b>	<b>Test Components</b>	<b>Duration: 2 hours</b>	
		<b>No. of Questions</b>	<b>Marks</b>
i)	General Science	60	120
ii)	General Awareness	20	40
iii)	Reasoning Ability	20	40
iv)	Mathematical Ability	30	60
v)	Test of Language English or Hindi	20	40
	<b>Total</b>	150	300

## B. Detailed Syllabus for Paper – I

- i) **General Science** : Question will be designed to test the knowledge of Science, Laboratory Equipment and Lab. Practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed.
- ii) **General Awareness**: Question will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The question will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an education person. The test will include question relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & culture, Geography, Economics, General Policy, Science & Scientific Research, National / International Organization / Institutions, events etc.
- iii) **Reasoning Ability** : The syllabus of General intelligence includes question of both verbal and non-verbal types, test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- iv) **Mathematical Ability** : The test of Arithmetical and Numerical Ability will cover Number System including question on simplification, Decimals, Fractions, L.C.M., H.C.F. Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
- v) **Test of Language English or Test of Language Hindi** : In addition to the test of candidate's understanding of the English or Hindi Languages , its vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

## C. Paper – II: Subject specific laboratory based practical questions.

The paper will cover the following areas

Topic	Marks allocated
Subject specific laboratory based practical question	Section 1 – MCQ 100 marks (50 questions)
Knowledge of Computers with special reference to knowledge of Word Processing, Data Analysis Packages	Section 2 – Descriptive 50 marks (5 questions)

#### **D. Skill Test**

The Skills test shall be qualifying in nature and no additional credits for the same shall be allocated.

The skills test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

#### **Note :**

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of the language must be used throughout.
2. The question in the written test will be of the level of degree / diploma / examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidate for interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper – I.
5. There shall be negative marking for wrong answers in Paper – I to the tune of 1/4<sup>th</sup> of marks allocated per question
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test / Interview separately. The Merit List shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test / Interview
7. In case of bunching / bracketing of candidates in the results of the written test, the priority / merit list would be decided as follows
  - a. The candidate having more marks in aggregate in the examination / degree / diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching / bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## 5. Scheme of Examination for Direct Recruitment to the post Tabla Accompanist

### Scheme of Examination

<b>Components of Scheme of Examination</b>		
<b>Written Examination</b>		
Paper I	Time 1.5 hours *	Max. marks allowed : 150 marks Section 1-MCQ 100 marks (50 questions)  Section 2-Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hours	The test will be of 50 marks. To qualify the candidate should obtain 25 marks.  The will however be only qualifying in nature.
<b>Total Marks (150)</b>		<b>150</b>

\* 15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

### Syllabus for the above papers will be as follows

#### Written Examination :

1. Brief History of Gharanas of Tabla & Pakhawaj
2. Brief History of Tabla & Pakhawaj
3. Write the varnas (Bol) of Tabla & Pakhawaj
4. Write in notation with Thah, Dugun & Chaugun of Jhaptal and Dhamar
5. Write in notation of Kayada, Rela, Palta, Tihai and Chakradar Tukra/ Param in Jhaptal / Dhamar.
6. Write in notation with Thah, Dugun & Chaugun of Teental / Chautal
7. Brief introduction of Rupak Tala / Trivra Tala
8. Write in notation with Thah, Dugun & Chaugun of Dadra and Keharva
9. Write in notation of Kayada, Rela, Palta, Tihai and ChakradaTukra / Paran in Teental / Chautal
10. Write an essay on Vocal and Instrumental Music
11. Brief Introduction of Ektala / Chautala

#### Skill Assessment

1. Demonstration of theka of Jhaptala / Dhamara in Thah, Dugun and Chaugun by the hand beats.
2. Basic Bols (varnas) of Tabla / Pakhawaj
3. Two advance Kayadas / Relas with Paltas & Tihai, Two simple tukras / parans, two chakradartukras / parans in Jhaptala / Dhamar.

4. Theka of Teentala / Chautaal with Thah, Dugun, Chaugun and keep the theka by hand beats
5. Playing knowledge of Ektala and Rupak in barabarkilaya / Chautala & Teevra
6. Knowledge of four Kayadas / Relas, Paltas and Tihai, One simple and ChakradarTukra / Paran in Teentala / Chautaal.
7. One Kayada ech of 'Tirkitataka' and 'Dhirkit' in Teentala / Chautaal
8. Four variation in Keherwa and Dadra Tala
9. Elementary knowledge of Keherwa and Dadra Talas / Tivra & Sooltala.
10. Tuning of Tabla / Pakhawaj
11. Basic Knowledge of vocal and instrumental accompaniment
12. Elementary knowledge of tuning of Tabla / Pakhawaj

**Note :**

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of the language must be used throughout.
2. The question in the written test will be of the level of degree / diploma / examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidate for interview.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Papers I and skill test separately. The Merit List shall be drawn on the basis Paper I.
6. In case of bunching / bracketing of candidates in the results of the written test, the priority / merit list would be decided as follows
  - a. The candidate having more marks in aggregate in the examination / degree / diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching / bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## 6. Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

### A. Scheme of the Examination:

<b>Written Test</b>			
	<b>Type of Examination</b>	<b>Time: *</b>	<b>Max. Marks:</b>
Paper – I	MCQ Type	3 hours	200 (200 questions)
Paper – II	Essay & Comprehension test	1.5 hours	100
<b>Total Marks</b>			<b>300</b>

\* 15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category. .

### B. Test Components

<b>Paper – I</b>	<b>Test Components</b>	<b>Duration : 3 hours</b>	
		<b>No. of Questions</b>	<b>Marks</b>
i)	General Awareness	50	50
ii)	Reasoning Ability	50	50
iii)	Mathematical Ability	50	50
iv)	Language English or Hindi	50	50
<b>Total</b>		<b>200</b>	<b>200</b>

<b>Paper – II</b>	<b>Test Components</b>	<b>Duration : 1 hour</b>
		<b>Marks</b>
	Essay, comprehension & letter writing	100
<b>Total</b>		<b>100</b>

<b>Skill Test</b>	<b>Test Components</b>	<b>Details</b>
		<b>Marks</b>
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC)*

\*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempted from the skill test.

### C. Syllabus:

#### **Paper I:**

**(i) General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

**(ii) Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

**(iii) Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**(iv) Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

#### **Paper – II:**

**Essay, comprehension & letter writing:** This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

#### **Skill Test:**

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

#### **Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.



2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
  3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
  4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
  5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> of marks allocated per question.
  6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
  7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
    - (a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
    - (b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
    - (c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.
7. **Scheme of Examination for Direct Recruitment to the Post of Laboratory Attendant**

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Laboratory Attendant** by direct recruitment:

**A. Scheme of the Examination:**

<b>Written Test</b>		
<b>Objective Type (MCQ)</b> General Science and Awareness (150 questions)	Time : 3 hours *	Max. Marks 300 marks
<b>Total Marks</b>		<b>300 marks</b>

\* 15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	Test Components	Duration : 3 hours	
		No. of Questions	Marks
i)	General Science	60	120
ii)	General Awareness	20	40
iii)	Reasoning Ability	20	40
iv)	Mathematical Ability	30	60
v)	Test of Language English or Hindi	20	40
	<b>Total</b>	<b>150</b>	<b>300</b>

## **B. Syllabus:**

**(i) General Science :** Questions will be designed to test knowledge of Science, Laboratory Equipment and Lab. Practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in the departments under Faculty of Arts / Social Science / Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For computer Laboratory Attendant the question may be based on computer science and computer application

**(ii) General Awareness :** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

**(iii) Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

**(iv) Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**(v) Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

### **Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.

4. There shall be negative marking for wrong answers in Paper I to the tune of  $1/4^{\text{th}}$  of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a. The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b. In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

**8. Scheme of Examination for Direct Recruitment to the Post of Library Attendant**

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by direct recruitment:

**A. Scheme of the Examination:**

<b>Written Test</b>		
<b>Objective Type (MCQ)</b> Library Aptitude, General Awareness etc. (150 questions)	Time : 3 hours *	Max. Marks 300 marks
<b>Total Marks</b>		<b>300 marks</b>

\* 15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	Test Components	Duration : 3 hours	
		No. of Questions	Marks
i)	Library Aptitude	50	100
ii)	General Awareness	25	50
iii)	Reasoning Ability	25	50
iv)	Mathematical Ability	25	50
v)	Test of Language English or Hindi	25	50
	<b>Total</b>	<b>150</b>	<b>300</b>

## B. Detailed Syllabus:

**(i) Library Aptitude :** Question will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The question may be from all the spheres of library science.

**(ii) General Awareness :** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

**(iii) Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

**(iv) Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**(v) Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

### Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in Paper I to the tune of  $1/4^{\text{th}}$  of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:

- a. The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
- b. In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
- c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## SECTION – E

### GENERAL CONDITIONS FOR THE APPLICANTS

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. A separate application form alongwith requisite fee has to be submitted for each post. Application form available in the Information Brochure on the College website i.e., <http://spm.du.ac.in> and Delhi University website i.e., [www.du.ac.in](http://www.du.ac.in).
3. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
4. **AGE RELAXATION:**
  - a. The upper age limit prescribed for the advertised post shall be relaxed in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
  - b. The upper age limit shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.
  - c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).
  - d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.
  - e. The above provisions are summarized in the table given below:

S. No.	Category	Age Relaxation permissible beyond the upper age limit (prescribed in the section for qualification)
1.	SC / ST	5 years
2.	OBC (NCL)	3 years
3.	PwD	10 years
4.	PwD + OBC(NCL)	13 years
5.	PwD + SC/ST	15 years
6.	Ex-servicemen and commissioned Officers including ECO/SSCOs	5 years

7.	Permanent Employee in Government Departments/ Statutory or Autonomous Bodies / Universities / affiliated or constituent colleges under the University / Public Section Undertakings	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three regular service in the Government Departments/ Statutory or Autonomous Bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings
8.	Departmental candidates of University of Delhi and its colleges	Upper age limit shall not be insisted upon
9.	Persons who are already working on contract / daily wages / adhoc basis in the University of Delhi or its college(s)	Upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges

\* The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

3. **SC/ST/OBC(NCL)/PWD** candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/ PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

4. **Caste/ Category Certificates**

i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL), EWS and income certificate will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2021-2022, therefore, valid NCL-OBC certificate issued during the period from 1.4.2020 to 31.3.2021 will be considered valid. Candidates who have NCL-OBC certificate issued before this period (i.e. 1.4.2020 to 31.3.2021), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS

certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

- iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed with the application.
5. Those who are in employment with State/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of submission of application before the due date. Failure to submit NOC by due date will lead to cancellation of candidature
6. Canvassing in any form will be a disqualification
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
8. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
9. All correspondence from the College including written test / interview letter, if any, shall be made available on the college website i.e. <http://spm.du.ac.in>.
10. The number / category / recruitment mode of posts advertised may increase / decrease / change, and the college reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
11. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.
13. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
14. Based on the declaration made by the candidate in their Registration form/application form, their application will be scrutinized and based on the scrutiny of application, they shall be provisionally declared eligible to appear for Recruitment Examination. Qualified/Selected candidates are subject to multi stage document verification in



online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

15. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfilment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the College.
16. **The application form with Admit Card duly filled by candidate alongwith the self-attested copies of all testimonials must reach to The Principal, Shyama Prasad Mukherji College(for women), Punjabi Bagh(West), New Delhi-110026 on or before 16<sup>th</sup> July 2021.**

**Principal (Officiating)**

**SECTION - F**

**APPLICATION FORM FOR THE POST OF \_\_\_\_\_**

DDNo. \_\_\_\_\_ Dated \_\_\_\_\_ Fee \_\_\_\_\_

Issuing Bank \_\_\_\_\_

In favour of \_\_\_\_\_

Affix Passport Size  
Photograph

1. Applicant Name (in BLOCK LETTERS) .....

2. Father's / Husband's Name .....

3. (i) Date of Birth (in DD/MM/YYYY).....

(ii) Age (in Years) .....

4. (i) Nationality ..... (ii) Gender ..... (iii) Marital Status .....

5. (a) Post held, if any, at the time of sending the application and date of appointment (whether permanent, on contract etc.) .....

(b) Name and Address of Employing authority .....

.....

6. Do you belong to SC/ST/OBC/EWS/PWD/General .....

(If yes, Please attach certificate) .....

7. Address

Postal Address	Permanent Address

8. Applicant Email ID (Must Provide) .....

9. Applicant Mobile No .....

10. Academic Qualifications

Year	Examination	Name of the Board / University	School / College Attended	Subject	% of marks	Division

11. Technical qualifications (if any) .....
12. Computer knowledge, if any, .....
13. Typing Speed ..... Shorthand .....
14. Experience

Name of the Institution / Organization	Designation	Scale of Pay	Period		Remarks
			From	To	

**Note :**

- a) Self-attested copies of certificates, mark-sheets etc. should be attached with the application form and the originals must be produced at the time of joining, if selected.
- b) No T.A./ D.A. shall be paid to the applicants for appearing the test / skill test, applicants shall do so at their own expenses.
- c) Employed applicants will send their applications through proper channel.

**Declaration**

I hereby declare that all the statement made in this application is true to the best of my knowledge and belief.

(Signature of Applicant)

15. Forwarded with remarks that the facts stated in the above application have been verified and found correct and this institution / organization has **NO OBJECTION** to the candidature of the applicant being considered for the post.

Signature

Head of the Institution / Organization with seal and address

16. List of Enclosures

- a. ....
- b. ....
- c. ....
- d. ....
- e. ....

**SECTION - G**

**ADMIT CARD**

**Test / Skill Test for the Post of \_\_\_\_\_**  
(To be filled by the applicant)

(For Office Use)		Affix Passport Size Photograph
Roll No	_____	
Date of Examination	_____	
Address of Exam Centre	Shyama Prasad Mukherji College, University of Delhi Punjabi Bagh (West), New Delhi - 110026	

(To be filled by the applicant)

Applicant Name : \_\_\_\_\_

Father's / Husband's Name : \_\_\_\_\_

Category : \_\_\_\_\_  
(SC/ST/OBC/EWS/PwD/General)

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email : \_\_\_\_\_

Mobile : \_\_\_\_\_

Principal

#### **INSTRUCTIONS FOR APPLICANTS FOR TEST / SKILLS TEST**

1. The applicants are required to fill up the Admit Card correctly. The college shall not be held responsible for any postal / email delay and non-receipt of admit card
2. On the basis of the information supplied by applicant in the application form and the documents annexed thereto, the applicant is provisionally allowed to appear in the test / skills test as per schedule (Placed on college website). The applicant is required to bring any government issued ID-Card to establish his / her identity (like voter card, driving license, passport, etc). Mere appearing in the written test does not constitute any offer for employment.
3. The candidature of the applicant is provisional and if it is found, even after written test, that the applicant is not eligible for the post, his / her candidature would be cancelled.
4. Reporting time at examination centre will be half an hour before the commencement of examination and last entry in examination centre would be 10 minutes prior to commencement of examination.
5. Watches calculators, Mobile Phones, Log Tables, Electronic Gadgets with or without Built-in calculators, Blank or printed paper, written chits etc., are not allowed in the examination hall. Even possession of the above things will also lead to disqualification from the examination.
6. No applicant will be allowed to leave the examination hall without handing over his / her Question Booklet and Answer Sheet copy to the invigilator on duty.
7. Applicant should read the instruction given on Question Booklet as well as Answer Sheet very carefully before giving answer.
8. The applicant has to show his Admit Card to the invigilator and other college officials as and when required.
9. The applicant without Admit Card or with Admit Card having disfigured, spoiled or distorted photograph shall not be allowed to appear for the examination.
10. If an applicant is found using any kind of unfair means his/her result will be cancelled and will be treated as disqualified in addition to other legal action.
11. It is the responsibility of the applicant to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If it is detected at any time in future (during the process of selection or even after appointment) that the applicant was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules
12. Candidate should regularly check the college website <http://spm.du.ac.in> for further information and updates